

DECLASSIFIED
AUTHORITY: 14857251

OSS ARCHIVES
WASHINGTON - PERS. PERS. - 1

New York

1942 *Vauxhall*

1942 *Ghryx Sedan 204217*

with 30-day cancellation

Station

EC 4240

mouth-Sedan

U.S. Army

140910

533 \$ 6,000.00

EC 4211

ase from the French

The rental is all # 13741

45.

00 \$ 2,600.00

Term of lease one year, with 30-day cancellation clause.

610 Fifth Avenue
4th Floor
New York 17 - 35th floor

STRATEGIC SERVICES
NEW YORK OFFICE
Effective September 1, 1945

STORAGE SPACE:

There are two private telephone wires between the New York Office and the Washington Office. One New York Office will be discontinued shortly after private wire will be discontinued. Space "W" calls with the telephone company to handle arranged over the private wire. Cost \$2,115.75.

2 Windows West Side
Space "T"
4 Windows West Side
7 Windows South Side
400 East 60th Street, New York, N. Y.
Space "U"
5 Windows South Side

Square Feet
620
2,371
\$ 8,091.04

AUTOMOBILES:

TOTAL:

Special Procurement:
Term of lease one year,
clause.

1,323
4,514.74
\$14,721.53

610 Fifth Avenue
4th Floor

Services:

This space is on a sub-lease from the French Library of Information. The rental is all paid until December 31, 1945.

1,533
Dodge Sedan
\$ 6,000.00

699 Park Avenue

Term of lease one year, with 30-day cancellation clause.

2,400
\$ 2,600.00

Suite 3570:
 There are two private telephone wires between the New York Office and the Washington Office. One private wire will be discontinued shortly after September 1st. A special service has been arranged with the Telephone Company to handle calls over the private wire after 6 P.M. on week-days and on Sundays. Cost \$75.00 per month.

STORAGE SPACE:

Under Dr. Stephen Weissberger Moving & Storage Co., Inc.
 405 East 60th Street, New York, N. Y.
 Dorothy B. Wentl, 1,200 Sq. Ft. Monthly Rental: \$ 125.00

AUTOMOBILES:

Under Mr. James Special Procurement: Ford Station Wagon Lic. No. EO 4201
 Kathleen M. Nease Transportation: Plymouth Station Wagon EO 4248
 Gertrude Horner Plymouth Sedan U.S. Army # 160712
 Staff Car
 Under Lt. Col. Services: Dodge Sedan EO 4211
 Lt. William El Comdr. Shaheen: Ford Sedan # 13741
 Sgt. John Montari
 Sgt. Orlando Nastri
 Sylvia Mendelow Clerk-Steno.

SECURITY:

Under Mr. A. Van Beuren, Washington - Ext. 736
 N. J. Nagel Chief Unvouchered
 George W. England Guard Super. OPC-7
 William Henderson Guard OPC-4
 John Grote Guard OPC-4

500 Fifth Avenue - Suite 3570: Washington - Ext. 2901

S.I. FAR EAST and SURVEY OF FOREIGN EXPERTS:

Under Lt. Comdr. Turner McBaine, Washington - Ext. 2188

Eric Staight Chief
Dorothy E. Suratt Adm. Assistant
Catherine Prosnak or Grace Mackay. It is also possible
that there will be a receptionist, clerk, stenographer
S.I.: CAF-3 grade. This has not as yet been definitely
decided.

Under Dr. Stephen Penrose, Washington - Ext. 2562

Dorothy B. Wentworth Clerk CAF-5.

Under Lt. Edwin J. Putzell, Jr., Washington - Ext. 2091

Under Mr. James R. Murphy, Washington - Ext. 635

Kathleen M. Heany Clerk CAF-5
Gertrude Horner Unvouchered funds

Under Mr. Whitney H. Shepardson, Washington - Ext. 405

TRANSPORTATION:
Under Lt. Col. James W. Kirk, Washington - Ext. 627

SPECIAL BRANCH DIVISION:
Lt. William Eliscu U.S. Navy
Sgt. John Monturi " " U.S. Army
Sgt. Orlando Nastri " " " " U.S. Army
Sylvia Mendelow Clerk-Steno. CAF-4

SECURITY:

Under Mr. A. Van Beuren, Washington - Ext. 736

N. J. Nagel Chief Unvouchered funds
George W. England Guard Super. CPC-7
Arthur Grandig Guard CPC-5
Thomas Lyman Guard CPC-5
William Etherson Guard CPC-4
John Grote Guard CPC-4

Team, Washington - Ext. 2801

William E. Armband	Adm. Officer	CAF-11
Anthony Serao	Adm. Ass't.	CAF-7
Evelyn R. Keffas	Clerk-Steno.	CAF-4
Elinore C. Greccay	Tel. Operator	CAF-3
Stella Smith	Clerk	CAF-3
Benedetto Salerno	Courier, Messenger	CAF-2

Plus an additional telephone operator. It has not yet been decided whether this position will be held by Catherine Prosnak or Grace MacKay. It is also possible that there will be a receptionist, clerk, stenographer in the CAF-3 grade. This has not as yet been definitely decided.

DIRECTOR'S OFFICE:

Under Lt. Edwin J. Putzell, Jr., Washington - Ext. 2081

Mrs. Gertrude Rient

Unvouchered
funds

EXECUTIVE OFFICER:

Under Mr. Whitney H. Shepardson, Washington - Ext. 405

Lt. (jg) Edmund M. Burke, USNR

U.S. Navy

SPECIAL PROCUREMENT DIVISION:

Under Mr. Martin McHugh, Washington, -Ext. 785

Lt. Col. John W. McIntyre

Milton J. Flamm	Chief	U.S. Army
Vincent P. Moran	Prod. Techn.	CAF-11
Eleanor J. Fuesslein	Admin. Ass't.	CAF-9
Catherine Murphy	Clerk-Steno.	CAF-6
Lee B. Gileno	Clerk	CAF-2
	Clerk-Steno.	CAF-4

Over and above the civilian personnel, there are eighteen Army officers and enlisted men in the Special Procurement Division. The services of Mr. Flamm will terminate during September. All operations should terminate by November 15, 1945.

Under Mr. Bjarne Braatoy, Washington - Ext. 447

Sgt. Selden Rodman
Malcolm W. Davis
Sgt. Charles B. Friedgier

Editor
Special Repr.

P-6

Sgt. Abraham Duker
Marian Woodburn
Mary Augustine
Mary Mooney
Frances Tager
Wanda Slasco
Nina Slepak
Mary Kirby
Geraldine Taylor
Gladys Walton

Social Science Analyst U.S. Army
" " " " " "
" " " " " "
Head, Analysis & Index
Assistant to Mrs. Mooney
Admin. Ass't. CAF-7
Clerk-Steno. CAF-5
Clerk-Steno. CAF-5
Clerk-Steno. CAF-5
Secretary to Chief CAF-5

Administrative Services: In charge of
Mr. William Anderson
Administrative Office
New York Area

Procurement and Supply: In charge of
Lt. Col. McIntyre

Transportation: In charge of
Capt. William Eilers

The temporary quarters at 610 Fifth Avenue are not
large enough to provide space for visiting Washington personnel,
and the staff will be able to arrange appointments, etc., as in
the past. In addition, of general interest, however, Mr. William Anderson,
Administrative Services, should be contacted.

I shall be directing the organization at the end of this week
and shall be available after that time, in a volunteer capacity, should
any further action be required. I can be of assistance.

W.B.B.

W. Charles Chasien

New York

Colonel E. W. Gamble, Jr.

October 29, 1945.

Eric Staight

October 17, 1945.

New York Area Liquidation

Colonel C. C. Bowman

This memorandum will serve to confirm the various detailed reports that you have been receiving from Colonel Bowman regarding the progress of our liquidation. At this point I would say that Colonel Bowman has been most helpful and cooperative and that his liaison work between your office and mine has unquestionably smoothed our path.

I believe that it would be in order for your office to circulate a memorandum in Washington giving some information on the New York setup as of 1 November and suggest that the following points be covered therein:

1. As of 1 November 1945 the New York area office at 630 Fifth Avenue will be closed.

2. In order to effect final liquidation certain remaining personnel will be housed at 610 Fifth Avenue, Room 401, Telephone: Columbus 5-8540. This personnel will represent the following branches:

Administrative Services: In charge of Mr. William Armband
Administrative Officer: Lt. Col. McIntyre

Procurement and Supply: In charge of Lt. Col. McIntyre

Transportation: In charge of Capt. William Eliscu

3. The temporary quarters at 610 Fifth Avenue are not large enough to provide space for visiting Washington personnel, neither will the staff be able to arrange appointments, etc., as in the past. In matters of general urgency however Mr. William Armband, Administrative Officer, should be contacted.

I shall be leaving the organization at the end of this week but shall be available after that time, in a volunteer capacity, should any matter arise in which I can be of assistance. Inasmuch as he stated in many instances he could be of assistance by the General Counsel in cases where no great differences exist E.W.S.

CC: Mr. Charles Cheston

New York

CONFIDENTIAL

Mr. Charles S. Cheston

October 17, 1945.

Colonel C. C. Bowman.

Confirmation of Conference This Day
take care of their normal activities.

The principal difficulties arising out of the liquidation
of the New York office are:

1. What decision will be made by the State Department in respect to taking over the administration and servicing of Foreign Nationalities. This agency can continue without any serious difficulty all of the existing services up to and including 31 December without necessitating any further reduction in forces, namely, five people. A change in the security setup however would be necessary and Mr. Braatoy has agreed that they could manage with someone to make spot checks and also render normal courier service. This subject will be covered later on in the memorandum.

Mr. Braatoy was in conversation with Dr. Langer today and expects to be in Washington for conference with Colonel McCormick, and it is suggested that you sit in on this meeting.

2. Several things have developed from my visit with Colonel McIntyre. It would appear that most of the ground work in respect to contract terminations has been completed. As a matter of fact, there are only 20 vendors who are involved in accounting or return of money or tools used in the manufacture of our materiel, and there are only about 30 contracts still open awaiting terminal information or agreement. However some of the files of this section have been forwarded to Washington for final action or payment and there is some complaint as to why more expeditious action is not taken at headquarters SSU.

It does not seem to me that there will be any great hardship in contracting Colonel McIntyre's organization to the space occupied by six desks as some of his people are in the field constantly. Neither does it seem necessary at this time to transfer current activities to Washington. The statement made this morning that the General Counsel is not the bottle neck at the present time still stands as I had a subsequent conversation with Mr. McHugh on this subject, inasmuch as he stated in many instances he could bypass the General Counsel in cases where no great differences exist.

- 2 -

One of the serious complaints in this office appears to be that pay checks for overtime and termination are very tardy in arriving, causing considerable hardship to personnel and giving this agency a black eye. It has been noted that very few of the people severed here in New York since July 1st have received their termination pay.

Transportation will be allotted sufficient space to take care of their normal activities.

Miss Heany will remain on the basis worked out with Mr. Murphy, namely, that she will do double duty in this office in any way considered necessary by Mr. Staight.

The matter of security. I believe that Mr. Nagel and one other man should remain at least for another thirty days from October 31st in order to make the proper spot checks, continue courier service and any other security measures deemed necessary.

Most of the excess special OSS files and material are being packed and will be forwarded to Washington. Other equipment will be placed temporarily in the Weisburger Storage Warehouse and disposed of through normal surplus channels locally.

This whole picture contemplates a remainder force in New York of between 15 and 20, depending on the number of people who will work out of the New York office for Colonel McIntyre but not maintaining desk space, just headquarters. This number will decrease each month, with eventual complete liquidation scheduled for December 31, 1945.

Chief of Staff
C.C.B.

Also talked to Lt. Greke who has been designated to take care of the inventory and accept this equipment for the Army Air Force. He in turn states that he will do everything in his power to help us to discontinue this activity.

C.C.B.

New York

Mr. E. W. Gamble, Jr.
Commander
Colonel C. C. Bowman

October 19, 1945.

Special Projects
Liquidation of Certain SSUWD

Confirming telephone conversation with
The situation existing at Newark Airport in respect to
the disposal of equipment now on hand is as follows:

The total personnel at the moment includes three officers,
two warrant officers and fifteen enlisted Navy and Army enlisted men.
Five are returning to Washington Monday next, the 22nd, five more are
scheduled to return the week of the 29th and the balance, with the
possible exception of one accountable officer and one enlisted man,
will be returned on or about the 5th of November.

So far Captain Kruzemsk has succeeded in getting the Army
Air Force to take up eight of the twelve boats originally on hand.
Four others are on cradles and will be turned over at the rate of two
each week. The reason for this delay is because all types of craft
are being returned to this one station by the various Army Air Force
installations and the Newark base is faced with a very serious
personnel problem.

Had a conversation with Colonel Roberts, Chief of Staff
to General Kane, Commandant, and he is entirely cooperative and
stated that a Colonel Moran was coming on from Wright Field next
week and at that time he might be able to assist us further in our
liquidation.

Also talked to Lt. Grekke who has been designated to take
care of the inventory and accept this equipment for the Army Air
Force. He in turn states that he will do everything in his power
to help us to discontinue this activity.

C.C.B.

New York

Mr. E. W. Gamble, Jr., and
Commander B. W. Antell
Colonel C. C. Bowman

October 19, 1945.

Steering Equipment

A very serious problem has cropped up at Newark in respect to certain special steering equipment ordered in November, 1944 from the United States. Confirming telephone conversation with respect to cancellation of termination notices, please be advised that in view of the necessity of continuing certain security at both 610 Fifth Avenue and 399 Park, back to the Nicholas J. Nagel, special funds, and George England, civilian payroll, should be continued at least on a temporary basis after 1 November. The same applies to Kathleen M. Heany, X-2, who will be used part time by the New York office in agreement with Mr. Murphy. The 23rd of the had been made of them for such a statement. The amount involved is something around \$150,000. Upon receipt of this invoice Major Pannon took the matter up with Mr. McHugh and he refused to have any part of it. However he did assist them in contacting a Captain Bell, a liaison officer with the Navy, but as far as I was able to find out, nothing further has been done to clear up this situation.

It is my suggestion that inasmuch as McHugh's office is involved in adjudication of bills and items in question, that his office give every bit of assistance as the item involves considerable money. It might be possible that Captain Duncan, our Naval contact, will also help. As previously stated, if the Navy would accept the material and rebate any or all of the invoice it could be shipped to any designation immediately.

Your advice on action taken by your office will be greatly appreciated. C.C.B.

New York

Mr. E. W. Gamble, Jr.,

Colonel C. C. Bowman

October 19, 1945.

Steering Equipment

A very serious problem has cropped up at Newark in respect to certain special steering equipment ordered in November 1944 from the United States Navy. It involves fifteen units and apparently was ordered by Special Projects themselves verbally and without any clearance through Procurement and Supply. Twelve of the units were installed and later taken off and repacked ready for shipment back to the Navy. Most of these installations were completed by March of 1945.

No bill had ever been received from the Navy until the 23rd of September 1945 and, to the best of my knowledge, no request had been made of them for such a statement. The amount involved is something around \$150,000. Upon receipt of this invoice Major Fannon took the matter up with Mr. McHugh and he refused to have any part of it. However he did assist them in contacting a Captain Bell, two liaison officer with the Navy, but as far as I was able to find out, nothing further has been done to clear up this situation.

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Your advice on action taken by your office will be greatly appreciated.

C.C.B.

C.C.B.

New York

CONFIDENTIAL

New York

CONFIDENTIAL

Mr. E. W. Gamble, Jr.

October 19, 1945.

Colonel C. C. Bowman

Special Projects
Liquidation of Certain SSUWD

The situation existing at Newark Airport in respect to the disposal of equipment now on hand is as follows:

The total personnel at the moment includes three officers, two warrant officers and fifteen enlisted Navy and Army enlisted men. Five are returning to Washington Monday next, the 22nd, five more are scheduled to return the week of the 29th and the balance, with the possible exception of one accountable officer and one enlisted man, will be returned on or about the 5th of November.

So far Captain Kruzemsk has succeeded in getting the Army Air Force to take up eight of the twelve boats originally on hand. Four others are on cradles and will be turned over at the rate of two each week. The reason for this delay is because all types of craft are being returned to this one station by the various Army Air Force installations and the Newark base is faced with a very serious personnel problem.

Had a conversation with Colonel Roberts, Chief of Staff to General Kane, Commandant, and he is entirely cooperative and stated that a Colonel Moran was coming on from Wright Field next week and at that time he might be able to assist us further in our liquidation.

Also talked to Lt. Grekke who has been designated to take care of the inventory and accept this equipment for the Army Air Force. He in turn states that he will do everything in his power to help us to discontinue this activity.

C.C.B.

New York

CONFIDENTIAL

New York

CONFIDENTIAL

Mr. E. W. Gamble, Jr.,
Attention: Major Tharp
Colonel C. C. Bowman

October 19, 1945.

It is the major differences between the New York Administration staff and Colonel McIntyre have been ironed out and there is no reason to assume that Colonel McIntyre cannot complete the Procurement and Supply work remaining under the jurisdiction of the New York office. Obviously people will be needed at 610 not within the next month or so there should be no reason to worry about this, particularly if some decision is made with respect to Foreign Nationals' lives.

Attached please find list of outstanding payroll payments due various present and past employees of the New York area.

Mr. Armband advises that some few of these have already been taken care of but in the most part they are open items.

A situation of this kind reflects very seriously on this and our predecessor agency. Please advise me what can be done in Washington to clear it up.

Made a trip to Port Hamilton to greet the incoming people from Karachi consisting of 114 officers and 171 enlisted men, plus 17 dogs. This shipment was forwarded to Washington at Wednesday morning and arrangements have been made to allow them to come into the Washington terminal and not be shunted to Roslyn. This will eliminate a couple of hours of their trip. Antell and his staff should be alerted to clear this shipment as soon as possible for the schedule now calls for another shipment of about 200 on Thursday. Certainly the people at Port Hamilton have been exceptionally kind to GSS and have done everything possible to expedite our movements. Lt. Kealy, Transportation, is doing a grand job and should receive the commendation of somebody in Washington at a later date for his hard work, often far beyond the hour of duty.

Enclosure

Every's questionnaires cause an end of trouble but if it stops then there seems to be no reason why we should not continue them.

Reginald Brummett has advised that the Army Air Force has suggested another visit, now leaving three more men to Washington on Wednesday. The purpose of the visit is to take three more men to Washington on Wednesday. The purpose of the visit is to take three more men to Washington on Wednesday. The purpose of the visit is to take three more men to Washington on Wednesday.

New York

CONFIDENTIAL

OFFICE OF STRATEGIC SERVICES

Mr. E. W. Gamble, Jr.

October 23, 1945.

TO: Colonel C. C. Bowman

FROM: Re Your Telephone Call Yesterday

DATE: 28 September 1945

SUBJECT:

It would now appear that the major differences between the New York administrative staff and Colonel McIntyre have been ironed out and there is no reason to assume that Colonel McIntyre cannot complete the Procurement and Supply work remaining under the jurisdiction of the New York office. Obviously people will be crowded at 610 but within the next month or so there should be no reason to worry about this, particularly if some decision is made with respect to Foreign Nationalities.

In talking to Mr. Braatoy yesterday he advised us that he was in Washington last Thursday and presented his case. Anything that you can do to get a basic decision with respect to the continuance of this activity or some word as to what part SSU will take in the future will be appreciated by the people in the New York office. Under the circumstances we are placing the files in the warehouse which are now at 630 in order to forestall the renting of any additional space or incurring any more expense. All other excess furniture and equipment will either be put in Weisberger's warehouse or returned to Washington.

Made a trip to Fort Hamilton to greet the incoming people from Karachi consisting of 115 officers and 151 enlisted men, plus 17 dogs. This shipment will come forward to Washington on Wednesday morning and arrangements have been made to allow them to come into the Washington terminal and not be shunted to Roslyn. This will eliminate a couple of hours of their trip. Antell and Col. Pitz should be alerted to clear this shipment as soon as possible for the schedule now calls for another shipment of about 200 on Thursday. Certainly the people at Fort Hamilton have been exceptionally kind to OSS and have done everything possible to expedite our movements. Lt. Keely, Transportation, is doing a grand job and should receive the commendation of somebody in Washington at a later date for his hard work, often far beyond the line of duty.

Estey's questionnaires cause no end of trouble but if it placates him there seems to be no reason why we should not continue them.

Captain Kruzemsk has advised that the Army Air Force has accepted another boat, now leaving three under our jurisdiction. Furthermore he is returning three more men to Washington on Wednesday which will then leave only twelve in Newark. Liquidation of the balance will be as per schedule mentioned in my previous memorandum.

C.C.B.

OFFICE OF STRATEGIC SERVICES

INTEROFFICE MEMO

TO: Colonel Edward Gamble
FROM: Eric W. Staight,
Acting Chief, New York Area
SUBJECT:

DATE: 28 September 1945

In accordance with instructions received from Mr. Cheston in connection with the liquidation of the New York office, we have today notified the lessors that the space occupied on the 35th floor will be released as of October 31st.

Mr. Cheston has also instructed us to furnish you with a list of those employees to whom a Thirty Day Termination notice should be addressed, at the earliest possible moment - the list follows:

Elinore C. Greay
Grace M. McKey
Catherine L. Prosnak
Benedetto J. Salerno
George W. England
John Grote
Anne L. Prael
Dorothy E. Suratt
Kathleen M. Heaney
Eric W. Staight

Nicholas J. Nagel - Special Funds

E. W. Staight

*Memo sent to
Buc Brand & Co.
2 weeks w/ 10 to send
30-day notice. See
Khrushchev file*

*action sent
19 Oct cancell England
Heaney and Nagel
ECW*

New York

Mr. E. W. Gamble, Jr.
Attention: Major Tharp
Colonel C. C. Bowman

October 23, 1945.

Confirming telephone conversation, please inquire of Special Funds why checks have not been forwarded to Mr. Nagel covering his expenses on one trip to Washington and also his increase in pay which has accumulated for something in excess of four months.

She advises that upon her return from Canada she will call at our New York office, so that if you care to write we will hold any mail pending her return to the city.

C.C.B.

C.C.B.

Best wishes, regards,

New York

New York

Mr. E. W. Gamble, Jr.

Colonel C. C. Bowman

Dr. William L. Langer

Colonel C. C. Bowman

October 19, 1945.

October 23, 1945.

New York Attached please find letter from
Sgt. Schuyler. To the best of my knowledge in
Miss Schuyler, who has been demobilized from the
army, has served her branch faithfully and
would probably be of some value in your future
operations. She advises that upon her return
from Canada she will call at our New York office,
so that if you care to write we will hold any
mail pending her return to the city.

the ground work in the C.C.B. clearing up Procurement
and supply problems and will not be hampered too severely
by the reduction in force contemplated by 1 November.
It will probably be a tight fit in CIO but all of the
various administration and other activities necessary
can be easily accomplished.

Newark is on its way to being closed out as per
my memorandum of this morning on this subject.

Expect to make a trip to Fort Hamilton on
Sunday or Monday and check into procedure on returnees
at this station.

Hope that affairs in Washington are progressing
as per schedule. Advise if there is anything I can do
to assist at this end.

Best personal regards.

C.C.B.

New York

Office Memorandum • UNITED STATES GOVERNMENT

Mr. E. W. Gamble, Jr.

TO : Lt. Col. C. C. Bowman
Colonel C. C. Bowman

DATE: 24 October 1945.

FROM : Lt. Col. John W. McIntyre

SUBJECT: Personnel

1. Following is list of personnel who will be on duty with this office 1 November 1945:

A short review of the situation here in New York would indicate that the orderly liquidation of this area is practically completed. The matter of clearing out Foreign Nationalities is of considerable importance as it is assumed they will continue after December 31st of this year and the State Department should make some basic decision with respect to administration, etc.

1/Sgt. Edward B. Smith
In my mind, Colonel McIntyre has done most of the ground work in respect to clearing up Procurement and Supply problems and will not be hampered too severely by the reduction in force contemplated by 1 November. It will probably be a tight fit in 610 but all of the various administration and other activities necessary can be easily accomplished.

Miss Eleanor Fuesell
Newark is on its way to being closed out as per my memorandum of this morning on this subject.

Expect to make a trip to Fort Hamilton on Sunday or Monday and check into procedure on returnees at this station.

Hope that affairs in Washington are progressing as per schedule. Advise if there is anything I can do to assist at this end.

Best personal regards.

* Pending discharge.

C.C.B.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Lt. Col. C. C. Bowman
FROM : Lt. Col. John W. McIntyre
SUBJECT: Personnel

DATE: 24 October 1945

1. Following is list of personnel who will be on duty with this office 1 November 1945:

Lt. Col. John W. McIntyre
Capt. Herbert P. W. Christiansen
1st Lt. Alvin E. Lundquist
1st Lt. Harold E. Moore

T/Sgt. Edward B. Smith
* Sgt. Grant M. Hegranes
* Sgt. Joseph M. Marshall
Sgt. Paul B. Nicholas
T/4 William A. Gerhard
Cpl. Frank T. Gehrecke
Cpl. Rost R. Smylie

Miss. Eleanor Fuesslin
Miss. Lee Gileno
Miss. Catherine Murphy

for 30th —

John W. McIntyre
JOHN W. MCINTYRE
Lt. Col., Ord. Dept.,
Chief, Special Procurement.

* Pending discharge.

Office Memorandum • UNITED STATES GOVERNMENT

TO : Lt. Col. Charles G. Bowman

FROM : M. I. McHugh *RAM*

SUBJECT:

DATE: 12 October 1945

In accordance with your telephone request, I am furnishing below information which you will require in connection with the activities of the Special Procurement Division, Procurement and Supply Branch, located at 610 Fifth Avenue, New York City, which is under the supervision of Lt. Col. John W. McIntyre.

I am attaching a copy of a memorandum dated 20 September 1945 from Colonel McIntyre, in which he sets forth the number of personnel to be on duty as of 1 October 1945. Since this letter was written, Captain Collins, Lt. Byrne, and Sgt. Hegrane have applied and obtained or expect to obtain their releases from the Army. In the meantime it has been necessary to make certain other additions to Colonel McIntyre's staff, namely, Captain Christiansen.

The function of the New York Office at the present time is to process the termination claims of contractors who were manufacturing OSS Special Items prior to VJ Day. On or about 15 August 1945 contracts existing at that time which were incomplete were terminated. Of course, nothing can be done about settling with the contractors until they have submitted their settlement proposals. To date very few of such proposals have been received. In the meantime, it is necessary in order to be in a position to completely process the proposals when received to collect all data which will be required in determining the rights of the contractors under their terminated contracts.

You will find, upon talking to Colonel McIntyre, that frequently in order to expedite production as much as possible, changes in specifications were necessary during the course of production and sometimes these changes were not reduced to writing. After the contractor had experience in incorporating the changes, he discovered that the changes resulted in increased or decreased costs and such circumstances may not come to light until the contractor prepares his termination proposal. For this purpose Colonel McIntyre is in the process of writing up historical summaries of each individual contract in order that the record may substantiate any claims that the contractor may make.

Also, one of the biggest problems now facing that office is the question of inventory of tools and dies purchased by the Government and in the custody of the various contractors and the component parts of each of the Special Items which are spread out in many cases over a comparatively large number of prime contractors and sub-contractors. These inventories, of course, must be checked and reported

- 2 -

12 October 1945

and also must be made a part of the contractor's termination proposal.

We believe that the present staff of personnel is adequate to process termination claims within 90 days from 1 October, bringing the date of completion for this work up to approximately 1 January 1946. It should be noted here that the War Department allows their termination teams a period of 120 days or four months in which to settle a claim of a terminated contractor. Therefore, the time which we are allowing for this purpose is not unreasonable.

Sometime ago it was proposed that our New York Office move to Washington, and this was seriously considered; but, as Colonel McIntyre points out in his attached memorandum of 20 September 1945, this is impractical, first, because to do so would result in the loss of experienced and valuable personnel whose knowledge of the various contracts is essential to the satisfactory settlement of outstanding claims and, second, the space now occupied by our New York Office is free space until 31 December 1945. It is expected that on or before that date the work will be completed, or if any work remains to be done, it can be performed in Washington. A third consideration is the travel expense which would be involved in keeping personnel in travel status most of the time in order to make their investigations and reports in connection with these contracts.

You might be interested to know that as of 1 June 1945 there were a total of 38 employees, military and civilian in the New York Office and that as of the present date this number has been reduced to 15.

If you require any additional information, I will be glad to furnish same upon request.

Attachment

18" x 12 1/2"

Mr. Eric Staight

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Y

20 September 1945

Mr. Eric Staight

20 September 1945

2. Since it has been definitely established that the present offices must be vacated Lt. Colonel John W. McIntyre stated that any work not completed by this office will be transferred to Washington. Until that date, however, it is the writer's STATUS OF SPECIAL PROCUREMENT DIVISION processed and accomplished in New York because of the matter of dealing with the vendors of the items and the disposal of the large and unusual inventories.

1. Confirming the conversation between the writer and Mr. Staight this morning, the following is believed to be the status of the New York Special Procurement Division for the period of the next few months.

PERSONNEL: On the 1st of October, it is expected that there will be a total of 14 people in this Division, consisting of 3 Civilians and 11 Military. These are listed as follows:

CIVILIAN: Miss Lee Gileno
Miss Catherine Murphy
Miss Eleanor Fuesslin

MILITARY: Lt. Col. John W. McIntyre
Captain W. L. Collins *
1st Lt. J. J. Byrne **
1st Lt. H. E. Moore
1st Lt. A. E. Lundquist
T/Sgt E. B. Smith
Sgt. Paul B. Nicholas
Sgt. Wm. A. Gerhard
Corp. Rost R. Smylie /s/ J.W.Mc
Sgt. Grant M. Hegranes *
Cpl. Frank T. Gehrecks John W. McIntyre

Lt. Colonel, Ord. Dept.

* Application made for release from the Army Special Procurement Division
** Has been ordered to report to Washington for release from Army

ACTIVITIES: At present the greatest proportion of the time of this Division is spent in compiling supplemental data to the Termination Reports sent in by the manufacturers of the items which were purchased through this office. As some of these contracts go back over a period of several years, the compiling of the above mentioned data is quite a lengthy job and requires a thorough study of the data which has accumulated for each device through the period of its manufacture. In addition, each Termination report has to be audited and the inventory checked and certified to, after which said inventory must be disposed of through the proper Government Disposal Agency. The actual payment of the many claims is passed on by the General Counsel's office in Washington, at which time the claim is carefully scrutinized for legal form and technicalities. Due to the necessity of thoroughly examining and certifying these terminations claims in the General Counsel's office, we are unable to definitely state the length of time that will be required to complete the work here in New York.

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20 September 1945

2. Since it has been definitely established that the present offices
be vacated by December 31st, it can be assumed that any work not completed by
this office at this time will be transferred to Washington. Until that date, however,
it is the writer's judgment that the work can best be processed and accomplished in
New York because of the matter of dealing with the vendors of the items and the
disposal of the large and unusual inventories.

3. Therefore, it is requested that the previous date of liquidation of
this office, which had been given as November 15th, now be changed to December 31st.
As a matter of incidental information, it can be authoritatively stated that should
the office be moved before that time, OSS will lose the services of the remaining
civilian employees since they would not care to transfer to Washington for a month
or two, and in addition to this, it will place all the officers and enlisted men on
a travel status in New York because of the work still remaining here to do. The
additional cost of this latter, the writer believes, will be greater than maintaining
the office in its present location.

4. It is believed that a more accurate and authoritative statement of
the activities and the duration of the same for this office may be obtained by
contacting Mr. M. I. McHugh, Chief, Procurement and Supply Branch, Washington, D. C.

Enclosed herewith a copy of General Donovan's letter of 25 August addressed
to the Bureau of the Budget. It is self-explanatory.

I shall appreciate receiving from you a state-
ment of the steps which will be taken by your office to
effectuate the policy outlined in the letter.

/s/ J.W.Mc

John W. McIntyre
Lt. Colonel, Ord. Dept.
Chief, Special Procurement Division
OSS Executive and
Liquidating Officer

JWMcI/ejf

xx - Mr. M. I. McHugh

Memorandum • UNITED STATES GOVERNMENT

Mr. Eric Staight
Chief, New York Area, OSS

12 October 1945

Mr. Colonel Joseph V. McIntyre
MAINTENANCE OF SECURITY

12 September 1945

Pursuant to the request of General Order No. 1, dated 1 October 1945, this office understands that all documents, correspondence, drawings and sketches now on file in the New York office of Special Procurement, are still highly classified and strict accountability must be maintained. This office has never been notified officially of the declassification of the items processed through Special Procurement. It is this office's policy to maintain certain memoranda which have been processed by our own unit and also by the

Mr. Eric Staight
Office of Strategic Services
630 Fifth Avenue
New York 20, New York

Dear Mr. Staight: It is believed desirable that security be maintained at the present time.

In accordance with Mr. Barnes' telephone conversation with you today there is enclosed herewith a copy of General Donovan's letter of 25 August addressed to the Bureau of the Budget. It is self-explanatory.

I shall appreciate receiving from you a statement of the steps which will be taken by your office to effectuate the policy outlined in the letter.

Edward W. Gamble, Jr.
OSS Executive and
Liquidating Officer

Enclosure

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Eric Staight
Chief, New York Area, OSS

FROM : Lt. Colonel John W. McIntyre
Administrative Officer - MI

SUBJECT: MAINTENANCE OF SECURITY

DATE: 12 September 1945
12 October 1945

Mr. Eric W. Staight, Chief of the New York area, has asked that you be informed of the status, number and uses of the motor vehicles assigned to the New York area. Pursuant to the content of General Order No. 1, dated 1 October 1945, this office understands that all documents, correspondence, drawings and samples now on file in the New York office of Special Procurement, are still highly classified and strict accountability must be maintained. This office has never been notified officially of the declassification of any of the items processed through Special Procurement. There is also on file in this office certain memoranda which have been identified as "Top Secret" by our own unit and also by the British. A Ford Station Wagon currently assigned to the Special Procurement Branch in New York, which is used in connection with this in mind, it is believed desirable that security be maintained at the same level as in the past.

3. A Chrysler Sedan assigned to the Administrative Office for use on special errands, delivery of mail, classified scrap disposal; for use by the Chief of the area as required; for use by the Director while in the New York area; for loan to the Transportation Unit when required to handle heavy shipments.

There are three military motor vehicles assigned as follows:
John W. McIntyre
Lt. Colonel, Ord. Dept.
Chief, Special Procurement Div.
JWMcl/ejf, A Plymouth Staff Car for use
3 cc incl.

2. A Half-ton Pack Truck assigned to the Special Procurement Branch. This vehicle is being returned to Washington at the earliest possible time. It is being held awaiting accumulation of a full load.

3. A Ford Sedan assigned to Commander John M. Shaheen's Newark project not under the jurisdiction of this office.

It must be noted that in actual practice this office has no definite jurisdiction over the military vehicles assigned to this area, and it has become common practice for the military motor pool in Washington to assign and transfer them at will. Should you desire any further information or clarification in connection with the vehicles assigned to this area, the writer remains at your service.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Colonel Edward W. Gamble

FROM : William E. Armband
Administrative Officer - NY

SUBJECT:

DATE: 18 September 1945

Mr. Eric W. Staight, Chief of the New York area, has asked that you be informed of the status, number and uses of the motor vehicles presently assigned to the New York area.

There are three civilian motor vehicles assigned as follows:

1. A Plymouth Station Wagon for use by the Transportation Unit to facilitate the movement of arriving returnees and to provide transportation to the POB and the Airport.

2. A Ford Station Wagon currently assigned to the Special Procurement Branch in New York, which is used in connection with their operations.

3. A Chrysler Sedan assigned to the Administrative Office for use on special errands, delivery of mail, classified scrap disposal; for use by the Chief of the area as required; for use by the Director while in the New York area; for loan to the Transportation Unit when required to handle heavy shipments.

There are three military motor vehicles assigned as follows:

1. A Plymouth Staff Car for use by the Transportation Unit.

2. A Half-ton Rack Truck assigned to the Special Procurement Branch. This vehicle is being returned to Washington at the earliest possible time. It is being held awaiting accumulation of a full load.

3. A Ford Sedan assigned to Commander John M. Shaheen's Newark project not under the jurisdiction of this office.

It must be noted that in actual practice this office has no definite jurisdiction over the military vehicles assigned to this area, and it has become common practice for the military motor pool in Washington to assign and transfer them at will. Should you desire any further information or clarification in connection with the vehicles assigned to this area, the writer remains at your service.

To Bureau, - EWG

6.

CONFIDENTIAL

WAR DEPARTMENT
OFFICE OF THE ASSISTANT SECRETARY OF WAR
STRATEGIC SERVICES UNIT

25th & E STREETS, N.W.
WASHINGTON 25, D.C.

8 October 1945

MEMORANDUM

FOR: Colonel Gamble
SUBJECT: Liquidation New York Area.

On 5 October 1945 I talked with Eric Staight, Acting Chief, New York Area, and his Administrative Officer, William E. Armband.

They indicated that in general liquidation plans were well in hand and progressing satisfactorily. They are concerned, however, regarding general authorization to carry on in New York since 1 October. They have nothing in writing and therefore are assuming they are adequately covered. They inquire whether letters written, etc., should be signed as OSS or as Strategic Services Unit, War Department. I assured Mr. Staight that we would advise him on this point.

Mr. Staight asked me to also talk with Lt. Colonel McIntyre of Special Procurement, a part of Services, in New York. This unit occupies the French Library Space at 610 5th Avenue, consisting of approximately 1530 sq. feet, under an agreement which expires 31 December 1945. McIntyre stated he is counting on a staff of 10 people as of 1 November 1945 although Mr. Staight told me later that Mr. Cheston had talked with Mr. Louis Ream on 28 September 1945 at which time Ream had agreed to reduce Special Procurement to 6 people in New York by that time. (McIntyre apparently had no knowledge of this proposed reduction)

McIntyre stated he is anxious to liquidate entirely but cannot do so because of the contract termination situation. He indicated that McClellan in the General Counsel's Office has been so extremely technical that at the present rate of termination it will be impossible to close out Special Procure-

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ment there by 31 December 1945. This is a situation that you may wish to explore further with Mr. Shoemer in the General Counsel's Office.

Staight believes that the nucleus of five people in Administrative Services should be retained, consisting of Mr. Armband and four others, one of whom is a property man. The three transportation people will also have to be cared for. Then there is the question of X-2 and its one representative (Miss Kathleen Heany, CAF-5) in the Area. Mr. Murphy of X-2 has indicated that he would like to retain her there pending clarification of whether the new agency will have a New York Office. Tentatively the French Library Space, 610 5th Avenue, could house the New York staff exclusive of Foreign Nationalities. Such staff would be as follows, effective 1 November:

Admin. Services	5
Transportation.	3
X-2	1
Special Procurement	6
Total	15

Five people for Administrative Services seems rather high. However, if they are to service FN and also be available for possible use in New York by the new agency such a figure may not be unreasonable between now and 31 December 1945.

W.S.7.
William G. Tharp
Major, AUS

CONFIDENTIAL

Mr. Duffell -

you wanted these

2 memos

Thanks -

TO Col Jumble

SERVICES

CONFIDENTIAL

August 23, 1945

I am attaching a report of the set-up of
the New York Office as of September 1, 1945.

OFFICE OF STRATEGIC SERVICES
630 FIFTH AVENUE
NEW YORK 20, N.Y.

14001
h. y. o. p. c.
xw 27819. Check
CONFIDENTIAL
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✓ August 23, 1945

MEMORANDUM

TO: MR. CHARLES CHESTON

FROM: ROBERT DeVECCHI *A. D.*

I am attaching a report of the set-up of
the New York Office as of September 1, 1945.

Effective September 1, 1945

OFFICE OF STRATEGIC SERVICES

NEW YORK OFFICE

30 Fifth Avenue
Suite 3570 - 35th floor

Space "W"	620	\$ 2,115.75
2 Windows West Side		
Space "T"	2,371	\$ 8,091.04
4 Windows West Side		
7 " South "		
Space "U"	1,323	\$ 4,514.74
5 Windows South Side		
TOTAL:	4,314	\$14,721.53

Term of lease one year, with 30-day cancellation clause.

610 Fifth Avenue
4th Floor

1,533 \$ 6,000.00

This space is on a sub-lease from the French Library of Information. The rental is all paid until December 31, 1945.

899 Park Avenue

2,400 \$ 2,600.00

Term of lease one year, with 30-day cancellation clause.

STORAGE SPACE:

Weissberger Moving & Storage Co., Inc.
405 East 60th street, New York, N.Y.

1,200 Sq. Ft. Monthly Rental: \$ 125.00

AUTOMOBILES:

Special Procurement:

Ford Station Wagon

License No.

EO 4201 ✓

Transportation:

Plymouth Station Wagon

EO 4248

~~Plymouth Sedan Staff~~

~~U.S. Army~~

~~Car 160712~~

Services:

Dodge Sedan

EO 4211 ✓

Comdr. Shaheen:
(Java Project)

Ford Sedan

13741

1500 Avenue - Suite 3570:

S.I. FAR EAST and SURVEY OF FOREIGN EXPERTS:

Under Lt. Comdr. Turner McBaine, Washington - Ext. 2188

Eric Staigt	Chief	CAF-13
Dorothy E. Suratt	Adm. Assistant	CAF-7

S.I.:

William B. ...	Adm. ...	CAF-13
...

Under Dr. Stephen Penrose, Washington - Ext. 2662

Dorothy B. Wentworth	Clerk	CAF-5
----------------------	-------	-------

There is additional telephone operator. It has not yet been decided whether this position will be held by X-2: ... It is also possible that there will be a receptionist, clerk, stenographer.

Under Mr. James R. Murphy, Washington - Ext. 635

Kathleen M. Heany	Clerk	CAF-5
Gertrude Horner		Unvouchered funds

TRANSPORTATION:

Under Lt. Col. James V. Kirk, Washington - Ext. 627

Lt. William Eliscu		U.S. Army
Sgt. John Monturi		" "
Sgt. Orlando Mastri		" "
Sylvia Mendelow	Clerk-Steno.	CAF-4

SECURITY:

Under Mr. A. Van Beuren, Washington - Ext. 736

H. J. Nagel	Chief	Unvouchered funds
George W. England	Guard Super.	CFC-7

- Suite 3570:

SECURITY - cont:

Arthur Grundig	Guard	CPC-5
Thomas Lyman	Guard	CPC-5
William Etherson	Guard	CPC-4
John Grote	Guard	CPC-4

SERVICES:

Under Mr. Louis Ream, Washington - Ext. 2801

William E. Armband	Adm. Officer	CAF-11
Anthony Serac	Adm. Ass't.	CAF-7
Evelyn R. Keffas	Clerk-Steno.	CAF-4
Elinore C. Grecoy	Tel. Operator	CAF-3
Stella Smith	Clerk	CAF-3
Benedetto Salerno	Courier, Messenger	CAF-2

Plus an additional telephone operator. It has not yet been decided whether this position will be held by Catherine Prosnak or Grace MacKay. It is also possible that there will be a receptionist, clerk, stenographer in the CAF-3 grade. This has not as yet been definitely decided.

DIRECTOR'S OFFICE:

Under Lt. Edwin J. Putzell, Jr., Washington - Ext. 2081

Mrs. Gertrude Rient Unvouchered funds.

EXECUTIVE OFFICER:

Under Mr. Whitney H. Shepardson, Washington - Ext. 405

Lt. (jg) Edmund M. Burke, USNR U.S. Navy

4th Floor:

SPECIAL PROCUREMENT DIVISION:

Under Mr. Martin McHugh, Washington - Ext. 785

Lt. Col. John W. McIntyre	Chief	U.S. Army
Wilton J. Flamm	Prod. Techn.	CAF-11
Vincent P. Moran	Admin. Ass't.	CAF-9
Eleanor J. Fussalein	Clerk-Steno.	CAF-6
Catherine Murphy	Clerk	CAF-2
Lee B. Gileno	Clerk-Steno.	CAF-4

Over and above the civilian personnel, there are eighteen Army officers and enlisted men in the Special Procurement Division. The services of Mr. Flamm will terminate during September. All operations should terminate by November 15, 1945.

399 Park Avenue:

FOREIGN NATIONALITIES:

Under Mr. Blaine Brantox, Washington - Ext. 447

Sgt. Selden Rodman	Editor		
Malcolm W. Davis	Special Repr.	P-6	
Sgt. Charles B. Friedgter	Social Science Analyst		U.S. Army
Sgt. Abraham Duker	"	"	"
Marian Woodburn	"	"	"
Mary Augustine	"	"	"
Mary Mooney	Head, Analysis & Index		
Frances Tager	Assistant to Mrs. Mooney		
Wanda Glasco	Admin. Ass't.	CAF-7	
Hina Slepak	Clerk-Steno.	CAF-6	
Mary Kirby	Clerk-Steno.	CAF-5	
Gerakline Taylor	Clerk-Steno.	CAF-5	
Gladys Walton	Secretary to Chief	CAF-5	

14,001
New York Office
X Organization Chart.

CONFIDENTIAL

August 31, 1945

*from De V - put
return file on chair
this class - info*

MEMORANDUM

TO: LT. EDWIN J. PUTZELL, JR., USNR

FROM: ROBERT DeVECCHI *AD*

I refer to my memorandum of August 22 in which I enclosed the proposed set-up of the New York Office, effective September 1, 1945.

Since writing to you, there have been a few changes to report. They are as follows:

- 1) The Rockefeller Building has been given the required thirty-day notice on approximately 475 sq. ft. on the 35th floor, which is presently occupied by Mr. Eric Staight, his Assistant and his Secretary. Mr. Staight will move his office into the section I am now occupying.
- 2) One of the two private telephone wires to Washington was discontinued on August 30th.
- 3) Three of the automobiles are ready for transfer to the motor pool in Washington.
- 4) The names of the following employees should be stricken from the set-up sent to you, as their services have terminated:

Special Procurement: Mr. Vincent P. Moran

Security: Arthur Grundling
Thomas Lyman
William Etherson

You told me of the formation of a Liquidation Committee. May I suggest that you turn over to the

DISCLOSURE OFFICE

SECRET

-2-

September 20, 1945.

Committee my letter of August 22, with enclosure, and also this letter so that they will be familiar with the New York set-up when they consider further reductions in this area.

Please advise the Committee that Mr. Eric Staight will be in charge in the New York Area, and Lt. Edmund M. Burke will be Executive Officer, Mr. William Armband will be Administrative Officer.

In the New York office space picture looks at present the 15th floor, 610 Fifth Avenue, is now housing the remaining personnel of S.I. 2-1, Transportation, Security, Services and the office of the Chief. Foreign Nationalities remains at 400 Park Avenue and the Special Procurement Division is occupying the space at 610 Fifth Avenue.

2. As the New York office space picture looks at present the 15th floor, 610 Fifth Avenue, is now housing the remaining personnel of S.I. 2-1, Transportation, Security, Services and the office of the Chief. Foreign Nationalities remains at 400 Park Avenue and the Special Procurement Division is occupying the space at 610 Fifth Avenue.

3. The 610 Fifth Avenue space is occupied under an occupancy agreement which automatically expires on December 31, 1945. Thirty-day cancellation clauses exist in connection with the space at 100 Park Avenue and the 15th floor, 610 Fifth Avenue. Further placement cancellation of the 610 Fifth Avenue space may be effected as circumstances permit. The New York area storage space is located in the warehouse of Galsterberg Moving and Storage Company, Inc., 400 East 60th Street, New York. This space is in the 500 square foot units, either as both of which may be relinquished on sixty days notice.

4. In order to effect liquidation not later than January 1st, 1946 it will be necessary to serve both the Rockefeller

New York

SECRET

Colonel Edward W. Gamble, Jr.

September 20, 1945.

Eric Staight

1945 SEP

8/24 2.17

In the schedule forwarded by Mr. DeVecchi on August 23rd
personnel was carried as Miss Kathleen W. Healey, clerk,
In compliance with your request of September 12th I have
been conducting a survey of the New York area situation as it exists
today and give you hereunder a resume:

1. As I understand it you are already in possession of
various memoranda written by my very able predecessor, Mr. Robert
DeVecchi. I refer specifically to those of August 22nd addressed
to Lt. Putzell, August 23rd to Mr. Cheston, August 28th to Mr. Louis
Ream and Major Robert LeFebvre and August 31st to Lt. Putzell. In
the last-mentioned memorandum Mr. DeVecchi indicated that the
Rockefeller building had been given the required thirty-day notice
on the space then occupied by my own unit. Also that on his de-
parture I would be moving into the offices of the area chief.
This has now been done and the relinquished space will actually
be turned back to the building at the end of this month. The only
other physical progress has been the completion of the transfer of
the office of Services from the 31st to the 35th floor.

2. As the New York office space picture looks at present
the 35th floor, 630 Fifth Avenue, is now housing the remaining
personnel of SI, X-2, Transportation, Security, Services and the
office of the Chief. Foreign Nationalities remains at 399 Park
Avenue and the Special Procurement Division is occupying the
space at 610 Fifth Avenue.

3. The 610 Fifth Avenue space is occupied under an
occupancy agreement which automatically expires on December 31,
1945. Thirty-day cancellation clauses exist in connection with
the space at 399 Park Avenue and the 35th floor, 630 Fifth Avenue.
Further piecemeal cancellation of the 630 Fifth Avenue space may
be effected as circumstances permit. The New York area storage
space is located in the warehouse of Weissberger Moving and
Storage Company, Inc., 405 East 60th Street, New York. It con-
sists of 1200 square feet at a monthly rental of \$125.00. This
space is in two 600 square foot units, either or both of which
may be relinquished on sixty days notice.

4. In order to effect liquidation not later than January
1st, 1946 it will be necessary to serve both the Rockefeller

Mr. William Arnsband, administrative officer, has provided
me with a memorandum briefing the situation in respect to his

18" x 12 1/2"

SECRET

and airport. I imagine that Lt. Col. Kirk has already given this matter some consideration. It should be borne in mind that the unit has at the present time one civilian clerk-stenographer, CAF-4.

X-2 You know these operations were under my personal direction. At the request of Lt. Commander McBaine I have retained in the schedule forwarded by Mr. DeVecchi on August 23rd local X-2 personnel was carried as Miss Kathleen M. Heany, clerk, and Miss Gertrude Horner, unvouchered funds. Miss Horner, who also handles special funds, has now resigned and will be leaving at the end of the month. Miss Heany advises me that insofar as X-2 matters are concerned she has had no indication of future requirements but that she is not particularly busy at the present time. Mr. Murphy will I imagine have some definite thoughts as to how long he wishes representation in the area to continue. Inasmuch as Miss Heany is a civil service employee thought should be given to a termination notice in due course.

SI

A special situation exists in connection with Mrs. Dorothy B. Wentworth who is on a part-time basis under the direction of Dr. Stephen Penrose from Washington. I suggest that the matter be discussed with him.

Lt. Burke, who is doing an excellent job as area executive officer, also reports direct to Mr. Shepardson in connection with certain SI matters. Lt. Burke occupies an office in my own section of the 35th floor.

Security

As you know the local security staff has now been pared down to a security officer and two guards, which I understand is regarded by the Security Office as a proper situation as long as the area continues to function. Mr. Van Buren is of course fully aware of all details.

Director's Office

A room is at present being provided for Mrs. Gertrude Rient who reports direct to Mr. Putzell, assistant to the Director. Mrs. Rient is on unvouchered funds and details of this arrangement and the time element involved should be obtained from Mr. Putzell.

Office of Services

Mr. William Armband, administrative officer, has provided me with a memorandum briefing the situation in respect to his

SECRET

I believe it is self-explanatory and attach it hereto.

SI-Far East and Survey of Foreign Experts

As you know these operations were under my personal direction. At the request of Lt. Commander McBaine I have retained the files of both units and have also maintained the Survey name on one of the 35th floor doors. Occasional use is still made of the Survey files and contacts and it has therefore been thought advisable to keep the name alive for the time being. No actual space is involved except that required for file storage.

Since receiving your request of September 12th, a copy of General Order #93 has reached me. I believe that the foregoing data meets the requirements of this order. I would appreciate your sending along specific directives as decisions are reached. Naturally the quicker such instructions are received the smoother will be the course of our final liquidation.

Eric W. Staight

Special Procurement Division Acting Chief - New York Area

In Mr. DeVaschi's memorandum of August 23rd it was indicated that all area operations of this division should terminate by November 15th. Colonel McIntyre was informed that this estimate will have to be revised. This is apparently due to the slow progress of contract terminations through the CC: Mr. Edwin J. Putzell, Jr. and I gather that Colonel McIntyre, while hopeful that he will be able to clean up his work by the first of the year, is now more sure even of that effective date. However it is clearly understood as the situation now

Enclosure let there will be no space available after that date and that any further work would have to be carried on from Washington headquarters. Here again the local unit relies upon the area office of services to a considerable extent. In this case however all but four of the personnel are in uniform and no lease cancellation is involved. Colonel McIntyre advises me that of the four civilians, one is leaving at the end of this week and the other three would in any event not go to Washington. In this connection therefore termination notices should go out not later than November 30th if area liquidation by January 1st is to be effected.

Enclosure

Captain Wilson advises me that there is every indication that transportation services will be required in the area well into next year. However the operations of this unit are not dependent upon area services and could function with one room and a telephone located anywhere within a reasonable distance of the

SECRET

SECRET

399 Park Avenue with notices of cancellation by 15th at the latest. By the same token, notices of cancellation to civil service employees should be out by the 15th. Final decisions on this program must of course rest with you and I assume will be reached as a result of discussions with the Washington branch or division heads concerned. I have never had conversations with Mr. Braatoy, Mr. Armband, Lt. Col. McIntyre, Captain Eliscu and Miss Heany. In each case I have obtained their views in the matter and summarize them as follows:

Foreign Nationalities

Mr. Braatoy advises me that he will require thirty days notice to complete liquidation. He also states that no decision has as yet been reached regarding the ultimate fate of his branch and that in the meantime he is proceeding to operate in and from New York according to a "Plan of Work" established on August 22nd last. His office is dependent upon area administration for a number of services and would not be able to continue for any period of time without such services.

Special Procurement Division

In Mr. DeVecchi's memorandum of August 23rd it was indicated that all area operations of this division should terminate by November 15th. Colonel McIntyre now informs me that this estimate will have to be revised. This is apparently due to the slow progress of contract terminations through the office of the General Counsel and I gather that Colonel McIntyre, while hopeful that he will be able to clean up his work by the first of the year, is now none too sure even of that effective date. However it is clearly understood as the situation now stands that there will be no space available after that date and that any further work would have to be carried on from Washington headquarters. Here again the local unit relies upon the area office of Services to a considerable extent. In this case however all but four of the personnel are in uniform and no lease cancellation is involved. Colonel McIntyre advises me that of the four civilians, one is leaving at the end of this week and the other three would in any event not go to Washington. In this connection therefore termination notices should go out not later than November 30th if area liquidation by January 1st is to be effected.

Transportation

Captain Eliscu advises me that there is every indication that transportation services will be required in the area well into next year. However the operations of this unit are not dependent upon area services and could function with one room and a telephone located anywhere within a reasonable distance of the

SECRET

. Staight,
Chief, New York Area
E. Armband,
Administrative Officer

20 September 1945

In accordance with your request for information
pertinent to the liquidation of the OSS Office in this area,
please be advised as follows:

1. Leases for space at 399 Park Avenue and 630
Fifth Avenue, contain 30 day cancellation provisions, and with
respect to the lease with Rockefeller Center, Inc. for the
rental of 4314 sq. ft. of space on the 35th floor at 630 Fifth
Avenue, the lease permits for the gradual release of the space
in four separate lots; Unit W 620 sq. ft., Unit T 2371 sq. ft.,
Unit V 794 sq. ft. and Unit X 529 sq. ft.

2. Service contracts likewise provide for 30 day
cancellation privileges with the exception of the lease
covering storage and warehouse space which contains a 60 day
cancellation clause.

3. I feel that a period of at least fifteen days,
after the closing of all offices in this area, will be required
for the disposal of property, supplies and materials and for the
purpose of closing out or transfer of personnel and fiscal records.

It must be understood that liquidation of Administrative
functions in the area are entirely dependent upon the cessation
of operational activities in this area and the elimination of
servicing requirements.

R.G.T.

CONFIDENTIAL

OS Form 4151

Date 10/11

To: Maj. Harp

Colon

Oct. 1945.

Liquid

Your copy -
I have one in
my file

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1. Mr. State indicated that the new space if it

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2. Mr. State of the Security Branch be retained in the security representation Special Procurement the Security Office in New York are on believes that Foreign protection be maintained have only a security quite sufficient.

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Office of the Executive Officer

(30449)
that he believes one man and himself can adequately cover the necessary security for both Foreign Nationalities and the French Library space. It appears to me that we should contact Mr. Murphy and make a decision regarding the retention of Miss Heany in New York and that we should consult with Lt. Clark regarding the proposal to retain two security people in the New York Office. Incidentally, the Security people will not take up any space at 610 Fifth Avenue which would be needed for other purposes, inasmuch as their desk would be near the outer door.

3. Mr. State is anxious that we give him a call tomorrow, if possible, regarding the number of Special Procurement people who will be retained in New York as well as an answer on X-2 and Security personnel. Since you are going to New York in a few days, it occurred to me that you might wish to handle these questions with the interested parties.

W.G.T.

CONFIDENTIAL

CONFIDENTIAL

CONFIDENTIAL

Colonel Bowman.

11 Oct. 1945.

Liquidation - New York Area.

1. Mr. Eric State, Chief of the New York Area telephonically contacted me this morning stating that Mr. James R. Murphy, Chief X-2 Branch, was in New York yesterday and requested that upon the closing of 635 Fifth Avenue that space be provided for Miss Kathleen Heany and the X-2 files at 610 Fifth Avenue. Mr. State indicated that he was bringing this to our attention in order that we would be cognizant of Murphy's proposed plan and would be in a position to determine whether space for an X-2 representative was to be provided in the new location. Mr. State indicated that he was willing to have Miss Heany moved into the new space if it was agreeable to this office.

2. Mr. State also requested that we contact Lt. Robert Clark, Chief of the Security Branch, regarding the question of whether any security men should be retained in the New York area. He stated that Clark was of the opinion that security representation was needed there and that Colonel McIntyre, Chief of Special Procurement in New York, had indicated to him that he needed protection by the Security Office both day and night. Presently all three of the security men in New York are on 30-day termination notice on orders from Mr. Cheston. State believes that Foreign Nationalities Branch will also ask that some security protection be maintained in New York. Presently F.N. and Special Procurement have only a security patrol-check in the evening, which is not believed to be quite sufficient. Mr. Nagle, Security Chief in New York, has advised Mr. State that he believes one man and himself can adequately cover the necessary security for both Foreign Nationalities and the French Library space. It appears to me that we should contact Mr. Murphy and make a decision regarding the retention of Miss Heany in New York and that we should consult with Lt. Clark regarding the proposal to retain two security people in the New York Office. Incidentally, the Security people will not take up any space at 610 Fifth Avenue which would be needed for other purposes, inasmuch as their desk would be near the outer door.

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W.G.T.

CONFIDENTIAL

CONFIDENTIAL

18" x 12 1/2"

CONFIDENTIAL

Office Memorandum • UNITED STATES GOVERNMENT

TO : Colonel Bowman.

FROM :

SUBJECT: Liquidation - New York Area.

DATE: 11 Oct. 1945.

1. Mr. Eric State, Chief of the New York Area telephonically contacted me this morning stating that Mr. James R. Murphy, Chief X-2 Branch, was in New York yesterday and requested that upon the closing of 635 Fifth Avenue that space be provided for Miss Kathleen Heany and the X-2 files at 610 Fifth Avenue. Mr. State indicated that he was bringing this to our attention in order that we would be cognizant of Murphy's proposed plan and would be in a position to determine whether space for an X-2 representative was to be provided in the new location. Mr. State indicated that he was willing to have Miss Heany moved into the new space if it was agreeable to this office.

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W.G.T.

CONFIDENTIAL

CONFIDENTIAL

OFFICE OF STRATEGIC SERVICES
630 FIFTH AVENUE
NEW YORK 20, N. Y.

1945
August 31, 1945
8/24 21
S

*R. T. 1
for the files
on subject*

MEMORANDUM

TO: LT. EDWIN J. PUTZELL, JR., USNR
FROM: ROBERT DEVECCHI *an*

I refer to my memorandum of August 22 in which I enclosed the proposed set-up of the New York Office, effective September 1, 1945.

Since writing to you, there have been a few changes to report. They are as follows:

1) The Rockefeller Building has been given the required thirty-day notice on approximately 475 sq. ft. on the 35th floor, which is presently occupied by Mr. Eric Staight, his Assistant and his Secretary. Mr. Staight will move his office into the section I am now occupying.

2) One of the two private telephone wires to Washington was discontinued on August 30th.

3) Three of the automobiles are ready for transfer to the motor pool in Washington.

4) The names of the following employees should be stricken from the set-up sent to you, as their services have terminated:

Special Procurement: Mr. Vincent P. Moran
Security: Arthur Grunding
Thomas Lyman
William Etherson

*2nd
RAB.*

You told me of the formation of a Liquidation Committee. May I suggest that you turn over to the

*Has this
been done?
in file*

Committee my letter of August 22, with enclosure, and also this letter so that they will be familiar with the New York set-up when they consider further reductions in this area.

Please advise the Committee that Mr. Eric Staigt will be in charge in the New York Area, and Lt. Edmund M. Burke will be Executive Officer, Mr. William Armband will be Administrative Officer.

OFFICE OF STRATEGIC SERVICES
630 FIFTH AVENUE
NEW YORK 20, N. Y.

1428
CONFIDENTIAL

August 22, 1945

2. 11 12 01

655

MEMORANDUM

TO: LT. EDWIN J. PUTZELL

FROM: ROBERT DeVECCHI *aw*

I tried to reach Mr. Cheston on the telephone and was told that he was away on a vacation. The operator told me that you were with General Donovan.

I did have an opportunity of talking to Col. Doering about the question of the New York Office. Now that V-J Day has passed, I was wondering whether there were any further changes contemplated for the office. We have practically completed all of the reductions which we were instructed to make.

I am enclosing a brief report which will show the set-up of the New York Office as of September 1. The office of Services, which has been located on the 31st floor of this building, is still occupying this same space and will be the last office to move. We have made arrangements with the landlord to allow us to use the space on the 31st floor until September 15. This was a trade which we made for the space on the 38th floor, which we turned back to the landlord on August 15, rather than September 1st as previously agreed to.

In order to move Services to the 35th floor, it will require moving the telephone switchboard and putting up a few partitions in the space on the 35th floor which Services will occupy. This will involve an expenditure of approximately \$ 500.00. There is another expenditure which we are obligated to make, that is, removing the staircase between the 35th and 36th floors. The staircase will be removed in the next few days, as we must seal off the opening between the two floors before September 1st.

Mr. Eric Staight is anxious to know what plans are contemplated for the S.I. Far East Section in New York. His Assistant, Mr. Burlingame, has tendered his resignation, which is to be effective September 1st. I have been unable to tell Mr. Staight anything definite. I believe that he talked to Col. McEaine, but did not receive any definite word as to what the future plans were. I feel that it is only fair to the remaining personnel in the New York Office to tell them what we plan to do as soon as a definite decision is reached.

You will note on the attached memorandum that the leases in New York carry a thirty-day cancellation clause. Therefore, if it is contemplated to close or reduce the size of the New York Office, it would be advisable that notice be given to the landlord as soon as possible.

I talked to Mr. McHugh and Mr. Mayo, who came to New York at the request of Mr. Louis Ream to discuss the further reduction of the office of Special Procurement. It was decided that this office would complete its work by November 15. They are located at 610 Fifth Avenue. *noted*

The question of automobiles was also discussed and a number of the cars are being ordered back to Washington.

The question of the two private wires to Washington was discussed and it was decided to eliminate one of the wires. *Km*

I would appreciate it if you would let me know as soon as possible what decision is reached regarding the New York Office. As you will perhaps know, I terminate my services on September 1. I should like to leave everything in proper order before my departure. If there is any additional work that I can do here, I would be very glad to carry on for a few more days, if necessary.

SECRET

Effective September 1, 1945

OFFICE OF STRATEGIC SERVICES

NEW YORK OFFICE

RENTALS:

630 Fifth Avenue
Suite 3570 - 35th floor

	<u>Square Feet</u>	<u>Yearly Rental</u>
Space "W"	620	\$ 2,115.75
2 Windows West Side		

Space "T"	2,371	\$ 8,091.04
4 Windows West Side		
7 " South "		

Space "U"	1,323	\$ 4,514.74
5 Windows South Side		

TOTAL:	4,314	\$14,721.53
--------	-------	-------------

Term of lease one year, with 30-day cancellation clause.

610 Fifth Avenue
4th Floor

1,533	\$ 6,000.00
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This space is on a sub-lease from the French Library of Information. The rental is all paid until December 31, 1945.

690 Park Avenue

2,400	\$ 2,600.00
-------	-------------

Term of lease one year, with 30-day cancellation clause.

-2-

PHONE FACILITIES:

There are two private telephone wires between the New York Office and the Washington Office. One private wire will be discontinued shortly after September 1st. A special service has been arranged with the Telephone Company to handle calls over the private wire after 6 P.M. on week-days and on Sundays. Cost \$ 75.00 per month.

Eric Staight Chief GAF-13
Dorothy B. Barrett Asst. Assistant GAF-7

STORAGE SPACE:

Weissberger Moving & Storage Co., Inc.
405 East 60th street, New York, N.Y.

1,200 Sq. Ft. Monthly Rental: \$ 125.00

Dorothy B. Westworth Clerk GAF-8

AUTOMOBILES:Licence No.

Special Procurement: Ford Station Wagon NO 4201

Transportation: Plymouth Station Wagon NO 4248
~~Plymouth Sedan Staff U.S. Army~~
~~Car 160712~~

Services: Dodge Sedan NO 4211

Comdr. Shaheen: Ford Sedan # 13741
(Java Project)

Mr. William Wilson U.S. Army
Sgt. John Pearson
Sgt. William Smith
Sgt. William Smith Clerk-Person. GAF-4

PERSONNEL:

Mr. J. A. Smith, Washington - Asst. FMS

J. J. Smith Chief Unaccounted funds
George V. England Asst. Super. GAF-7

7th Avenue - Suite 3570:

Arthur Grunig	Guard	CPG-6
Thomas Lyons	Guard	CPG-6
William Pearson	Guard	CPG-4
		CPG-4

S.I. FAR EAST and SURVEY OF FOREIGN EXPERTS:

Under Lt. Comdr. Turner McBaine, Washington - Ext. 2188

Eric Staight	Chief	CAF-13
Dorothy E. Suratt	Adm. Assistant	CAF-7
Under Mr. James E. Hays, Washington - Ext. 2021		

William E. Archard	Adm. Officer	CAF-11
S.I. Long	Adm. Asst.	CAF-7
Walter A. Coffey	Clerk-Steno.	CAF-4

Under Dr. Stephen Penrose, Washington - Ext. 2562

Walter Smith	Clerk	CAF-5
Dorothy B. Wentworth	Clerk, Messenger	CAF-5

Find an additional telephone operator. It has not yet been decided whether this position will be held by a civilian or by a member of the Navy. It is also possible that there will be a receptionist, clerk, stenographer.

Under Mr. James E. Murphy, Washington - Ext. 636

Kathleen M. Heany	Clerk	CAF-5
Gertrude Horner		Unvouchered funds

TRANSPORTATION:

Under Lt. Col. James M. Kirk, Washington - Ext. 627

Lt. William Eliscu		U.S. Army
Sgt. John Monturi		" "
Sgt. Orlando Mastri		" "
Sylvia Mendelow	Clerk-Steno.	CAF-4

Under Mr. Robert E. Hays, Washington - Ext. 2021

SECURITY:

Under Mr. A. Van Buren, Washington - Ext. 736

H. J. Nagel	Chief	Unvouchered funds
George W. England	Guard Super.	CPG-7

- Suite 3570:

SECURITY - cont:

Arthur Grundig	Guard	CPC-5
Thomas Lyman	Guard	CPC-5
William Ethersen	Guard	CPC-4
John Grote	Guard	CPC-4

SERVICES:

Under Mr. Louis Beam, Washington - Ext. 2801

William E. Armband	Adm. Officer	CAF-11
Anthony Seras	Adm. Ass't.	CAF-7
Evelyn R. Keffas	Clerk-Steno.	CAF-4
Elinore C. Grecoy	Tel. Operator	CAF-3
Stella Smith	Clerk	CAF-3
Benedetto Salerno	Courier, Messenger	CAF-2

Plus an additional telephone operator. It has not yet been decided whether this position will be held by Catherine Prosnak or Grace MacKay. It is also possible that there will be a receptionist, clerk, stenographer in the CAF-3 grade. This has not as yet been definitely decided.

DIRECTOR'S OFFICE:

Under Lt. Edwin J. Putzell, Jr., Washington - Ext. 2081

Mrs. Gertrude Rient Unvouchered funds

EXECUTIVE OFFICE:

Under Mr. William H. Sherrardson, Washington - Ext. 408

Lt. (jg) Edmund M. Burke, USNR U.S. Navy

Room - 4th Floor:

SPECIAL PROCUREMENT DIVISION:

Under Mr. Martin McHugh, Washington - Ext. 785

Lt. Col. John W. McIntyre	Chief	U.S. Army
Wilton J. Flamm	Prod. Techn.	CAF-11
Vincent P. Moran	Admin. Ass't.	CAF-9
Eleanor J. Fuesslein	Clerk-Steno.	CAF-6
Catherine Murphy	Clerk	CAF-2
Lee B. Gileno	Clerk-Steno.	CAF-4

Over and above the civilian personnel, there are eighteen Army officers and enlisted men in the Special Procurement Division. The services of Mr. Flamm will terminate during September. All operations should terminate by November 15, 1945.

399 Park Avenue:

FOREIGN NATIONALITIES:

Under Mr. Bierre Bratton, Washington - Ext. 447

Sgt. Selden Rodman	Editor	
Malcolm V. Davis	Special Repr.	P-6
Sgt. Charles E. Friedtger	Social Science Analyst	U.S. Army
Sgt. Abraham Duker	"	"
Marian Woodburn	"	"
Mary Augustine	"	"
Mary Mooney	Head, Analysis & Index	
Frances Tager	Assistant to Mrs. Mooney	
Vanda Glasco	Admin. Ass't.	CAF-7
Hina Slopak	Clerk-Steno.	CAF-5
Mary Kirby	Clerk-Steno.	CAF-5
Gertrudine Taylor	Clerk-Steno.	CAF-5
Gladys Walton	Secretary to Chief	CAF-5

DATE 21 Sept. 1945

SECRET

TO: Lt. Putzell

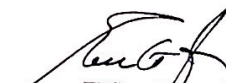
rk

UNITED STATES GOVERNMENT

I understand that the General
wants to see this tonight.

r.

DATE: September 20, 1945.


EWG, Jr.

quest of September 12th I have
New York area situation as it exists
me:

are already in possession of
my able predecessor, Mr. Robert
those of August 22nd addressed
Cheston, August 28th to Mr. Louis
August 31st to Lt. Putzell. In
DeVecchi indicated that the
n the required thirty-day notice
wn unit. Also that on his de-
offices of the area chief.
inquished space will actually
the end of this month. The only
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st to the 35th floor.

FROM: _____

(32816)

EXT. _____

personnel of SI, A-2, _____ on, Security, Services and the
office of the Chief. Foreign Nationalities remains at 399 Park
Avenue and the Special Procurement Division is occupying the
space at 610 Fifth Avenue.

3. The 610 Fifth Avenue space is occupied under an
occupancy agreement which automatically expires on December 31,
1945. Thirty-day cancellation clauses exist in connection with
the space at 399 Park Avenue and the 35th floor, 630 Fifth Avenue.
Further piecemeal cancellation of the 630 Fifth Avenue space may
be effected as circumstances permit. The New York area storage
space is located in the warehouse of Weissberger Moving and
Storage Company, Inc., 405 East 60th Street, New York. It con-
sists of 1200 square feet at a monthly rental of \$125.00. This
space is in two 600 square foot units, either or both of which
may be relinquished on sixty days notice.

4. In order to effect liquidation not later than January
1st, 1946 it will be necessary to serve both the Rockefeller

SECRET

New York

Office Memorandum • UNITED STATES GOVERNMENT

TO : Colonel Edward W. Gamble, Jr.

DATE: September 20, 1945.

FROM : Eric Staight

SUBJECT:

In compliance with your request of September 12th I have been conducting a survey of the New York area situation as it exists today and give you hereunder a resume:

1. As I understand it you are already in possession of various memoranda written by my very able predecessor, Mr. Robert DeVecchi. I refer specifically to those of August 22nd addressed to Lt. Putzell, August 23rd to Mr. Cheston, August 28th to Mr. Louis Ream and Major Robert LeFebvre and August 31st to Lt. Putzell. In the last-mentioned memorandum Mr. DeVecchi indicated that the Rockefeller building had been given the required thirty-day notice on the space then occupied by my own unit. Also that on his departure I would be moving into the offices of the area chief. This has now been done and the relinquished space will actually be turned back to the building at the end of this month. The only other physical progress has been the completion of the transfer of the office of Services from the 31st to the 35th floor.

2. As the New York office space picture looks at present the 35th floor, 630 Fifth Avenue, is now housing the remaining personnel of SI, X-2, Transportation, Security, Services and the office of the Chief. Foreign Nationalities remains at 399 Park Avenue and the Special Procurement Division is occupying the space at 610 Fifth Avenue.

3. The 610 Fifth Avenue space is occupied under an occupancy agreement which automatically expires on December 31, 1945. Thirty-day cancellation clauses exist in connection with the space at 399 Park Avenue and the 35th floor, 630 Fifth Avenue. Further piecemeal cancellation of the 630 Fifth Avenue space may be effected as circumstances permit. The New York area storage space is located in the warehouse of Weissberger Moving and Storage Company, Inc., 405 East 60th Street, New York. It consists of 1200 square feet at a monthly rental of \$125.00. This space is in two 600 square foot units, either or both of which may be relinquished on sixty days notice.

4. In order to effect liquidation not later than January 1st, 1946 it will be necessary to serve both the Rockefeller

18" x 12 1/2"

SECRET

Building and 399 Park Avenue with notices of cancellation by November 30th at the latest. By the same token, notices of termination to civil service employees should be out by the same date. Final decisions on this program must of course rest with you and I assume will be reached as a result of discussions with the Washington branch or division heads concerned. I have however had conversations with Mr. Braatoy, Mr. Armband, Lt. Col. McIntyre, Captain Eliscu and Miss Heany. In each case I have obtained their views in the matter and summarize them as follows:

Foreign Nationalities

Mr. Braatoy advises me that he will require thirty days notice to complete liquidation. He also states that no decision has as yet been reached regarding the ultimate fate of his branch and that in the meantime he is proceeding to operate in and from New York according to a "Plan of Work" established on August 22nd last. His office is dependent upon area administration for a number of services and would not be able to continue for any period of time without such services.

Special Procurement Division

In Mr. DeVecchi's memorandum of August 23rd it was indicated that all area operations of this division should terminate by November 15th. Colonel McIntyre now informs me that this estimate will have to be revised. This is apparently due to the slow progress of contract terminations through the office of the General Counsel and I gather that Colonel McIntyre, while hopeful that he will be able to clean up his work by the first of the year, is now none too sure even of that effective date. However it is clearly understood as the situation now stands that there will be no space available after that date and that any further work would have to be carried on from Washington headquarters. Here again the local unit relies upon the area office of Services to a considerable extent. In this case however all but four of the personnel are in uniform and no lease cancellation is involved. Colonel McIntyre advises me that of the four civilians, one is leaving at the end of this week and the other three would in any event not go to Washington. In this connection therefore termination notices should go out not later than November 30th if area liquidation by January 1st is to be effected.

Transportation

Captain Eliscu advises me that there is every indication that transportation services will be required in the area well into next year. However the operations of this unit are not dependent upon area services and could function with one room and a telephone located anywhere within a reasonable distance of the

*McIntyre if
the unit
is to be
liquidated
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His office is
dependent upon
area administration
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services and
would not be
able to continue
for any period
of time without
such services.*

SECRET

ers and airport. I imagine that Lt. Col. Kirk has already given this matter some consideration. It should be borne in mind that the unit has at the present time one civilian clerk-stenographer, CAF-4.

X-2

In the schedule forwarded by Mr. DeVecchi on August 23rd local X-2 personnel was carried as Miss Kathleen M. Heany, clerk, and Miss Gertrude Horner, unvouchered funds. Miss Horner, who also handles special funds, has now resigned and will be leaving at the end of the month. Miss Heany advises me that insofar as X-2 matters are concerned she has had no indication of future requirements but that she is not particularly busy at the present time. Mr. Murphy will I imagine have some definite thoughts as to how long he wishes representation in the area to continue. Inasmuch as Miss Heany is a civil service employee thought should be given to a termination notice in due course.

SI

*Mr. Shepardson
may be
Cipriano
office
though
such
might involve
Secret*
A special situation exists in connection with Mrs. Dorothy B. Wentworth who is on a part-time basis under the direction of Dr. Stephen Penrose from Washington. I suggest that the matter be discussed with him.

Lt. Burke, who is doing an excellent job as area executive officer, also reports direct to Mr. Shepardson in connection with certain SI matters. Lt. Burke occupies an office in my own section of the 35th floor.

Security

As you know the local security staff has now been pared down to a security officer and two guards, which I understand is regarded by the Security Office as a proper situation as long as the area continues to function. Mr. Van Buren is of course fully aware of all details.

Director's Office

A room is at present being provided for Mrs. Gertrude Rient who reports direct to Mr. Putzell, assistant to the Director. Mrs. Rient is on unvouchered funds and details of this arrangement and the time element involved should be obtained from Mr. Putzell.

Office of Services

Mr. William Armband, administrative officer, has provided me with a memorandum briefing the situation in respect to his

SECRET

- 4 -

It. I believe it is self-explanatory and attach it hereto.

SI-Far East and Survey of Foreign Experts

As you know these operations were under my personal direction. At the request of Lt. Commander McBaine I have retained the files of both units and have also maintained the Survey name on one of the 35th floor doors. Occasional use is still made of the Survey files and contacts and it has therefore been thought advisable to keep the name alive for the time being. No actual space is involved except that required for file storage.

Since receiving your request of September 12th, a copy of General Order #93 has reached me. I believe that the foregoing data meets the requirements of this order. I would appreciate your sending along specific directives as decisions are reached. Naturally the quicker such instructions are received the smoother will be the course of our final liquidation.

Eric W. Staught
Acting Chief - New York Area

CC: Mr. Edwin J. Putzell, Jr.

Enclosure

Memorandum • UNITED STATES GOVERNMENT

SECRET

Mr. Eric W. Staight,
Acting Chief, New York Area
William E. Armbard,
Administrative Officer

DATE: 20 September 1945

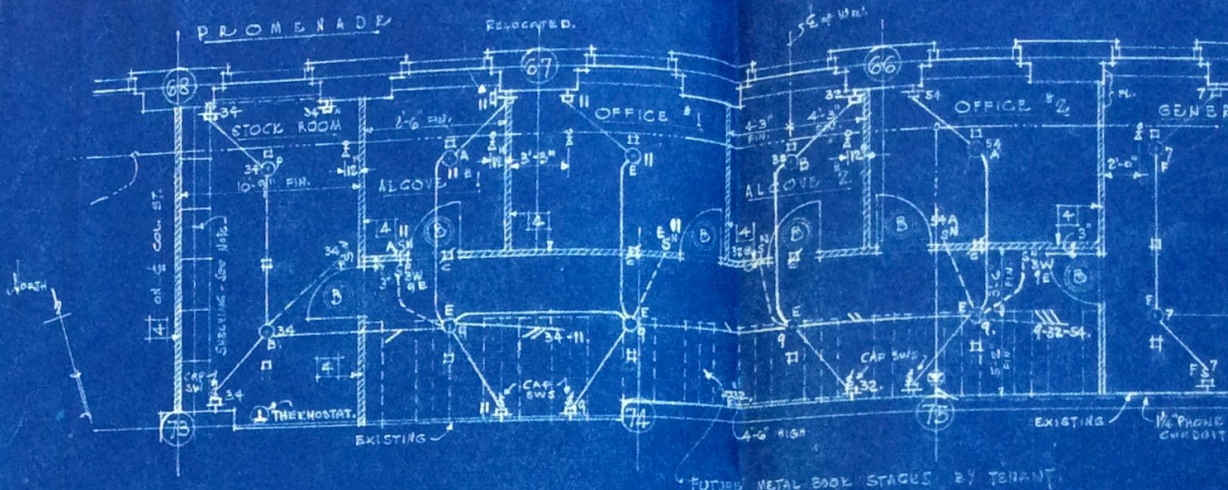
ACT: In accordance with your request for information
pertinent to the liquidation of the OSS Office in this area,
please be advised as follows:

1. Leases for space at 399 Park Avenue and 630 Fifth Avenue, contain 30 day cancellation provisions, and with respect to the lease with Rockefeller Center, Inc. for the rental of 4314 sq. ft. of space on the 35th floor at 630 Fifth Avenue, the lease permits for the gradual release of the space in four separate lots; Unit W 620 sq. ft., Unit T 2371 sq. ft., Unit V 794 sq. ft. and Unit X 529 sq. ft.

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3. I feel that a period of at least fifteen days, after the closing of all offices in this area, will be required for the disposal of property, supplies and materials and for the purpose of closing out or transfer of personnel and fiscal records.

It must be understood that liquidation of Administrative functions in the area are entirely dependent upon the cessation of operational activities in this area and the elimination of servicing requirements.



SYMBOLS

- [4] 3" GYPSUM PART. CEIL. HEIGHT. PLAS. BOTH SIDES - CEM. BASE, BLDG. STD. PAINT.
- [5] STEEL & GLASS T-12 HIGH. 20" PANEL STEEL - TOP PANEL OBSCURE GLASS
- [5A] STEEL RAILING 2'-10" HIGH
- [B] 3'-0" x 6'-10" ONE PANEL. OBS. GLASS - GL. GL. TRANSLUCENT
- [F] 2'-11" x 6'-9" 2-PANEL DOOR - BOT. PANEL STEEL - TOP PANEL OBS. GL.
- [R] 2'-11" x 2'-6" DOUBLE SWING GATE TO ACCOMPANY STEEL RAIL.
- [O] EXIST. CEILING LIGHT OUTLET
- [X] ADDED
- [+/-] COMBINATION SWITCH & RECEPTACLE.
- [S] SPRINKLER HEAD.
- [O] EXIST. CEIL. LIGHT OUTLET WITH FULL GRILL.
- [+/-] PROVIDE METER WIRING.
- [+/-] TELEPHONE OUTLET - PROVIDE WIRING FOR INTER-OFFICE TELEPHONE.

ELEVATOR LOBBY

Notes

ENTIRE SPACE TO BE COVERED WITH LINOLEUM FLOORING AS SELECTED BY ARCHITECTS. (O.T.C.) (ARMSTRONG) PAINTING OF DOORS & WALLS SPECIAL COLORS AS SELECTED. (BENJ. MOORE & CO. SEE SPEC.) WOOD SHELVING IN STOCK ROOM - IN 3'-0" LONG SECTIONS. 8'-0" HIGH. 10" WIDE FOR UPPER PART - 2'-0" WIDE TO 2'-0" HEIGHT ALL SHELVING TO BE ADJUSTABLE.

NOTES
CONTRACTOR TO VERIFY ALL LOCATIONS & DIMENSIONS AT JOB.
ALL FINISHES TO BE BLDG. STD. UNLESS OTHERWISE NOTED.

CWCW

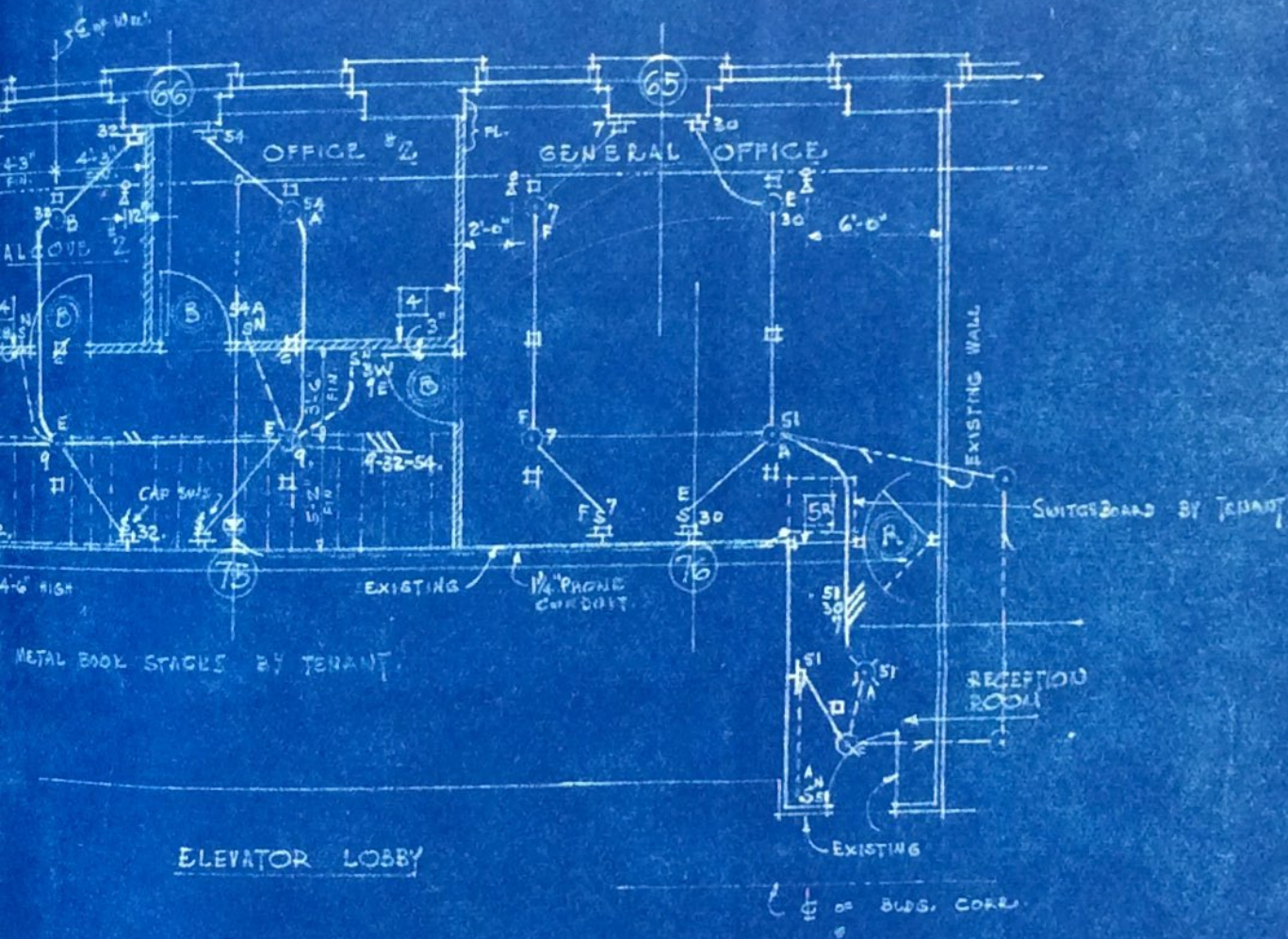
ROCKEFELLER CENTER INC.
30 ROCKEFELLER PLAZA
NEW YORK CITY

4TH BLDG. FLOOR

SCALE 1/8" = 1'-0"

Spec in 610-54 Rev -
cen

MECHANICAL WORK BY T. & B.



2E. SPACE TO BE COVERED WITH LINOLEUM FLOORING
SELECTED BY ARCHITECTS. (G.T.C.) (ARMSTRONG PLAIN LIN. CADET BLUE #2? - A GAUGE)
UNITING OF DOORS & WALLS SPECIAL (SUBMIT SAMPLES
COLORS AS SELECTED. (BENJ. MOORE & CO. SKY BLUE - TO BE APPD. BY ARCHTS).
TO SHELVE IN STOCK ROOM - IN 3' 0" I AND TENANT
SECTIONS. 8' 0" HIGH. 10" WIDE FOR
EACH PART - 20" WIDE TO 3' 0" HEIGHT
SHELVE TO BE ADJUSTABLE.

APPROVED

DATE _____

CONSTRUCTION
ISSUE - DATE

11-5-35

DEV. 11-4-35

OCT. 9, 1935

DWG № T-4-8

New York

Mr. E. W. Gamble, Jr., and
Commander B. W. Antell
Colonel C. C. Bowman

October 19, 1945.

Steering Equipment

A very serious problem has cropped up at Newark in respect to certain special equipment orders in November, 1944 from the United States Navy. Confirming telephone conversation with respect to cancellation of termination notices, please be advised that in view of the necessity of continuing certain security at both 610 Fifth Avenue and 399 Park, Nicholas J. Nagel, special funds, and George England, civilian payroll, should be continued at least on a temporary basis after 1 November. The same applies to Kathleen M. Heany, X-2, who will be used part time by the New York office in agreement with Mr. Murphy.

23rd of September 1945. The amount involved is something around \$150,000. Upon receipt of this invoice Major Fannon took the matter up with Mr. McHugh and he refused to have any part of it. However he did assist them in contacting a Captain Ball, liaison officer with the Navy, but as far as I was able to find out, nothing further has been done to clear up this situation.

It is my suggestion that inasmuch as McHugh's office is involved in adjudication of bills and items in question, that his office give every bit of assistance as the item involves considerable money. It might be possible that Captain Duncan, our Naval contact, will also help. As previously stated, if the Navy would accept the material and rebate any or all of the invoice it could be shipped to any designation immediately.

Your advice on action taken by your office will be greatly appreciated. C.C.B.

New York

Mr. E. W. Gamble, Jr.,

October 19, 1945.

Colonel C. C. Bowman

Steering Equipment

Liquidation of Certain SBWD

A very serious problem has cropped up at Newark in respect to certain special steering equipment ordered in November 1944 from the United States Navy. It involves fifteen units and apparently was ordered by Special Projects themselves verbally and without any clearance through Procurement and Supply. Twelve of the units were installed and later taken off and repacked ready for shipment back to the Navy. Most of these installations were completed by March of 1945.

No bill had ever been received from the Navy until the 23rd of September 1945 and, to the best of my knowledge, no request had been made of them for such a statement. The amount involved is something around \$150,000. Upon receipt of this invoice Major Fannon took the matter up with Mr. McHugh and he refused to have any part of it. However he did assist them in contacting a Captain Bell, liaison officer with the Navy, but as far as I was able to find out, nothing further has been done to clear up this situation.

It is my suggestion that inasmuch as McHugh's office is involved in adjudication of bills and items in question, that his office give every bit of assistance as the item involves considerable money. It might be possible that Captain Duncan, our Naval contact, will also help. As previously stated, if the Navy would accept the material and rebate any or all of the invoice it could be shipped to any designation immediately.

Your advice on action taken by your office will be greatly appreciated. and accept this equipment for the Army Air Force. He in turn states that he will do everything in his power to help us to discontinue this activity.

C.C.B.

C.C.B.

New York

CONFIDENTIAL

October 19, 1945.

Mr. E. W. Gamble, Jr. Jr.
Attention: Major Tharp
Colonel C. C. Bowman

Special Projects
Liquidation of Certain SSUWD

The situation existing at Newark Airport in respect to the disposal of equipment now on hand is as follows:

The total personnel at the moment includes three officers, two warrant officers and fifteen enlisted Navy and Army enlisted men. Five are returning to Washington Monday next, the 22nd, five more are scheduled to return the week of the 29th and the balance, with the possible exception of one accountable officer and one enlisted man, will be returned on or about the 5th of November.

So far Captain Kruzemsk has succeeded in getting the Army Air Force to take up eight of the twelve boats originally on hand. Four others are on cradles and will be turned over at the rate of two each week. The reason for this delay is because all types of craft are being returned to this one station by the various Army Air Force installations and the Newark base is faced with a very serious personnel problem.

Had a conversation with Colonel Roberts, Chief of Staff to General Kane, Commandant, and he is entirely cooperative and stated that a Colonel Moran was coming on from Wright Field next week and at that time he might be able to assist us further in our liquidation.

Also talked to Lt. Grekke who has been designated to take care of the inventory and accept this equipment for the Army Air Force. He in turn states that he will do everything in his power to help us to discontinue this activity.

C.C.B.

New York

CONFIDENTIAL

Mr. E. W. Gamble, Jr.,
Attention: Major Tharp
Colonel C. C. Bowman

October 19, 1945.

Attached please find list of outstanding payroll payments due various present and past employees of the New York area.

Mr. Armband advises that some few of these have already been taken care of but in the most part they are open items.

A situation of this kind reflects very seriously on this and our predecessor agency. Please advise me what can be done in Washington to clear it up.

It will probably be a C.C.B. to get all of the various administration and other activities necessary can be easily accomplished.

Enclosure Newark is on its way to being closed out as per my memorandum of this morning on this subject.

Expect to make a trip to Fort Hamilton on Sunday or Monday and check into procedure on refugees at this station.

Hope that affairs in Washington are progressing as per schedule. Advise if there is anything I can do to assist at this end.

Best personal regards.

C.C.B.

New York

Mr. E. W. Gamble, Jr.

October 19, 1945.

Colonel C. C. Bowman

A short review of the situation here in New York would indicate that the orderly liquidation of this area is practically completed. The matter of clearing out Foreign Nationalities is of considerable importance as it is assumed they will continue after December 31st of this year and the State Department should make some basic decision with respect to administration, etc.

In my mind, Colonel McIntyre has done most of the ground work in respect to clearing up Procurement and Supply problems and will not be hampered too severely by the reduction in force contemplated by 1 November. It will probably be a tight fit in 610 but all of the various administration and other activities necessary can be easily accomplished.

Newark is on its way to being closed out as per my memorandum of this morning on this subject.

Expect to make a trip to Fort Hamilton on Sunday or Monday and check into procedure on returnees at this station.

Hope that affairs in Washington are progressing as per schedule. Advise if there is anything I can do to assist at this end.

Best personal regards.

C.C.B.